



HIV Health Services Planning Council
COUNCIL RIGHTS AND RESPONSIBILITIES WORK GROUP
Wednesday, July 9th, 2008
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330A
3:00-5:00 pm

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Draft Agenda

1. Introductions Group 3:00
2. Review/Approve Agenda Group 3:05
3. Election of Workgroup Chair Group 3:08

Begin developing Council Rights and Responsibilities
5 / S Procedure. Group 3:30



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Group 4:20
Group 4:35
Group 4:50

and Responsibilities Work Group Discussion

view and establish meeting dates for the Adhoc Work Group.

Agenda Items Group 4:55

Responsibilities Work Group Meeting is tentatively scheduled for
Van Ness Room 330B at 3:00 p.m.

Group 5:00

REFERENCE BOOK

Not to be taken from the library

Mission Statement:
screen, train and retain Council Members.

o change, postponement, or removal. Meeting agendas are considered
ed and approved by Committee attendees.

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, HIV Health Services
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102

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Draft Agenda

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|---|------------|
| 1. Introductions | Group 3:00 |
| 2. Review/Approve Agenda | Group 3:05 |
| 3. Election of Workgroup Chair | Group 3:08 |
| 4. Group will discuss and begin developing Council Rights and Responsibilities Document and Grievance Procedure. | Group 3:30 |
| 5. Announcements | Group 4:20 |
| 6. Public Comment | Group 4:35 |
| 7. Council Member Rights and Responsibilities Work Group Discussion | Group 4:50 |
| <ul style="list-style-type: none"><i>The Committee will review and establish meeting dates for the Adhoc Work Group.</i> | |
| 16. Next Meeting Date & Agenda Items | Group 4:55 |
| <i>The next Council Rights and Responsibilities Work Group Meeting is tentatively scheduled for Thursday, July 24, 2008, 25 Van Ness Room 330B at 3:00 p.m.</i> | |
| 16. Adjournment | Group 5:00 |

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**HIV Health Services Planning Council
COUNCIL MEMBERS RIGHTS AND RESPONSIBILITIES
AND GRIEVANCE POLICY WORK GROUP
Monday, July 9th, 2008
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
3:00-5:00 pm**

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Draft Minutes

Committee Members Present: Pearce (Co-Chair), Margolis (Co-Chair), Andrews, Banks, Hicks, Manley, Margolis, Molnar, Stevens

Committee Members Absent: Flores

Other Council Members Present:

Others Present:

42 Council Support Staff Present: Enrique Asis, T.J. Lee

0 8
f + **1. Introductions**

The meeting was called to order at 3:12 PM by Co-Chair Pearce and everyone introduced themselves. Quorum was established.

2. Review/Approve Agenda

The agenda was reviewed and noted.

3. Announcements

Enrique Asis announced that the LEAP training will be held on August 13, 14, and 15.

4. Public Comment

There was no public comment.

5. Council Members Rights and Responsibilities and Grievance Work Group Update

There was no Council Members Rights and Responsibilities and Grievance Work Group Update.

6. Review/Discussion of the order of priority for Council group agreements is – Vote

The order of priority for Council group agreements is:

1. Council By-Laws (which are HRSA mandated)
2. Policies and Procedures, including:
3. Rules of Respectful Engagement
4. EMA Job Description
5. Robert's Rules of Order

Action: Motion to determine the order For Council group agreements.

Vote: 8

Nays: 1

Motion passes.

8. Discussion of Council Support Staff and Requests from Council Members –

Draft of Policy for Council Members requesting information from Council Support. To be added to Section 11.1 of the Policies and Procedures Manual

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11. Report on Closed Session - There was no closed session. (This is a standing Agenda Item)

12. Next Meeting Date & Agenda Items

The next Council Member Rights and Responsibilities and Grievances Work Group is tentatively scheduled for Thursday, July 24, 2008, 25 Van Ness Room 330B from 3:00 PM-5:00 PM.

13. Adjournment

The meeting was adjourned at 5: 00 PM by Co-Chair Pearce.



HIV Health Services Planning Council
COUNCIL MEMBERS RIGHTS AND RESPONSIBILITIES
WORK GROUP
Monday, July 9th, 2008
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
3:00-5:00 pm

Minutes

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Manley, Margolis, Molnar, Stevens

Committee Members Absent: Flores

Other Council Members Present:

Others Present:

Council Support Staff Present: Enrique Asis, T.J. Lee

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1. Introductions

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2. Review/Approve Agenda

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3. Announcements

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4. Public Comment

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Vote: 8

Nays: 1

Motion passes.

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**HIV Health Services Planning Council
COUNCIL MEMBERS RIGHTS AND RESPONSIBILITIES
GRIEVANCE POLICY WORK GROUP
Thursday, July 24th, 2008
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330A
3:00-5:00 pm**

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Draft Agenda

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|---|-------------|
| 1. Introductions | Group 3:00 |
| 2. Review/Approve Agenda | Group 3:05 |
| 3. Review Approve July 9, 2008 Notes | Group 3:07 |
| 4. Announcements | Group 3:10 |
| 5. Public Comment | Public 3:15 |
| 6. Review / Approve Decisions & Agreements
from July 9, 2008 Meeting -VOTE | Group 3:20 |
| 7. Joe Lynn –Definition of Grievance as it Pertains to the Council | Group 3:35 |
| 8. New Components of Appeals & Grievance Procedure – VOTE | Group 3:55 |
| 9. Next Meeting Date & Agenda Items | Group 4:55 |
| 10. Adjournment | Group 5:00 |

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COUNCIL MEMBERS RIGHTS AND RESPONSIBILITIES
WORK GROUP
Monday, July 24th, 2008
Department of Public Health
25 Van Ness Avenue, 3rd Floor, Room 330B
3:00-5:00 pm**

Minutes

Committee Members Present: Pearce (Co-Chair), Margolis (Co-Chair), Banks, Hicks, Manley, Molnar, Siron, Stevens

Committee Members Absent:

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Other Council Members Present:

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Others Present: Veronica Neal, Hilda Jones

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Council Support Staff Present: Enrique Asis, T.J. Lee, Joe Lynn

1. Introductions

The meeting was called to order at 3:05 PM by Co-Chair Margolis and everyone introduced themselves. Quorum was established.

2. Review/Approve Agenda

The agenda was reviewed and noted.

3. Announcements

Enrique Asis announced that the LEAP training will be held on August 13, 14, and 15.

4. Public Comment

There was no public comment.

5. Council Members Rights and Responsibilities and Grievance Work Group Update

In the discussion of grievance policy among council members, Hilda Jones reported that from her research among other City commissions that the concept of a grievance between council members does not exist. Conflicts between peers on commissions are handled via vote and/or mediated discussions. It was proposed and agreed that the HIV Planning Council would not use the term "grievance" to refer to disagreements between council members. Instead, the term "conflict" would be used to reference internal disagreements between council peers. In addition, "conflict resolution" would be the term associated with resolving internal member disagreements. The roll call vote to change this language was unanimous.

- Joe Lynn suggested a conflict resolution scenario where:
 1. Each aggrieved party would select a champion from within the council. The two champions would select a third impartial party. After hearing the issues presented by both members in conflict, the three mediators would vote on an outcome. If one party was not pleased with the resulting vote, they could appeal.
 2. The conflict resolution must happen within a time limit.
- The workgroup voted on text about when council members could invoke the Conflict Resolution policy. (Steven Manley has the finalized text).
- The workgroup determined that a summary of each type of grievance and conflict would be built, with a link to the resolution in the Policies and Procedures manual
- For the next meeting, Council Support will send out the one page of text for Conflict Resolution and workgroup members will review the material prior to the next meeting. The text for the new peer conflict resolution policy will be discussed at the next meeting.

6. Review/Discussion of the order of priority for Council group agreements is – Vote

The order of priority for Council group agreements is:

1. Council By-Laws (which are HRSA mandated)
2. Policies and Procedures including:
 - Council suggested adding a non-discrimination section to the Policy and Procedure Manual based on the ALRP document and Inland Empire Policy.
 - Rules of Respectful Engagement
 - EMA Job Description
 - Robert's Rules of Order

Action: Motion to pass on inclusion of non-discrimination policy to the Membership committee. Motion passed through unanimous roll call vote.

7. Discussion of Council Support Staff and Requests from Council Members

Draft of Policy for Council Members requesting information from Council Support. To be added to Section 11.1 of the Policies and Procedures Manual

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8. Report on Closed Session

There was no closed session.

9. Next Meeting Date & Agenda Items

The next Council Member Rights and Responsibilities and Grievances Work Group has not been scheduled yet.

10. Adjournment

The meeting was adjourned at 5: 00 PM by Co-Chair Margolis.



HIV Health Services Planning Council
COUNCIL MEMBERS RIGHTS AND RESPONSIBILITIES
WORK GROUP

Wednesday, October 29th, 2008
Department of Public Health

25 Van Ness Avenue, 3rd Floor, Room 330A

4:30-6:30 pm

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Draft Agenda

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|--|-------------|
| 1. Introductions | Group 4:30 |
| 2. Review/Approve Agenda | Group 4:30 |
| 3. Review/Approve July 9, 2008 & July 24, 2008 Minutes | Group 4:37 |
| 4. Announcements | Group 4:45 |
| 5. Public Comment | Public 4:55 |
| 6. Review of Workgroup Agreements - Vote | Group 5:00 |
| 7. Discussion of Grievance Process and Recommendations - Vote | Group 5:30 |
| 8. Moving Forward: Discussion of future Workgroup topics - Vote | Group 6:15 |
| 9. Next Meeting Date & Agenda Items | Group 6:20 |
| <i>The next Council Member's Rights and Responsibilities Work group is scheduled for
Wednesday, November 19th, 2008, 25 Van Ness, Room 330B, 4:30-6:30 p.m.</i> | |
| 10. Adjournment | Group 6:30 |

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Conflict Resolution Definition DRAFT

The Council Members Rights and Responsibilities Work Group have been charged with developing a conflict resolution policy to deal with internal disputes that may arise within the Planning Council. This policy is intended to supplement rather than replace any existing policies.

Existing policy and grievance procedures currently cover the following scenarios:

- CM vs. HIV Health Services (AIDS office grievance procedure)
- HIV Health Services vs. CM – Existing Policy and Procedure Section 7.8
- CM vs. Invited Presenters– Processed through Membership as in Policy and Procedure Section 7.8-II
- Invited Presenters vs. CM– Existing Policy and Procedure Section 7.8
- CM vs. Support Staff – Shanti Grievance Procedure
- Support Staff vs. CM - Existing Policy and Procedure Section 7.8
- CM vs. CM - Existing Policy and Procedure Section 7.8

Other possible scenarios where policy needs to be further defined include when the use of 7.8 invokes some form of conflict as in:

CM vs. Committee Co-Chairs
CM vs. Council Co-Chairs

Some examples of when the conflict resolution policy could be used are

- CM Disputes Committee Assignment
- CM Disputes determination of an information request
- Council Support Staff feels harassed by a CM
- CM disagrees with information stated as fact by another CM or Support Staff
- CM feels that they do not receive fair treatment during meetings
- CM feels that Rules of Respectful Engagement have been violated

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Proposed Conflict Resolution Decisions that Need to be Made:

1. Is the suggested 3 person panel agreed upon by the Work Group? One party to represent the complainant, one to represent the recipient of the complaint and one chosen by the two representatives to form an arbitration panel?
2. Is there a different process for the level of the conflict?
3. Is it an option for the arbitration panel to decide that the conflict warrants further action and should be referred directly to the Membership Committee following existing procedures section 7.8? (e.g. Council Member removal)
4. Depending on the answer to Question 2 (above) the response to the following sub sections of this question will have their outcome determined. Should ALL disputes be referred to a 3 person panel for arbitration? Would there ever be a case when a dispute is referred directly to the Membership Committee Co-Chairs as outlined in existing policy and section 7.8. If so, who decides?
 - CM Disputes Committee Assignment
 - CM Disputes determination of an information request
 - Council Support Staff feels harassed by a CM
 - CM disagrees with information stated as fact by another CM or Support Staff
 - CM feels that they do not receive fair treatment during meetings
 - CM feels that Rules of Respectful Engagement have been violated
5. Who would the initial complaint go to in order to begin the process of arbitration? Membership Committee Co-Chairs, Council Co-Chairs?
6. Who should be notified that a complaint was filed?
7. Should / could the complainant suggest a remedy as part of their complaint?
8. Who would co-ordinate and schedule the arbitration sessions? (e.g. Council Support or Joe Lynn)
9. Would the arbitration sessions be open to anyone, the public, other CM's and who decides?
10. Who would be notified of the outcome of arbitration, Membership Committee or Council Co-Chairs, Steering Committee, the Full Council?
11. How would official minutes and public records created to document these meetings by Council Support be handled under Sunshine?
12. What happens if either the complainant or the recipient of a complaint is unable to find another CM to represent them or if the two representatives cannot agree on a third party to complete the arbitration panel?

13. Who may be present at the conflict resolution process other than the panel of arbitrators?

Once these questions are decided it should be simple to set up a process.



**HIV Health Services Planning Council
COUNCIL MEMBERS RIGHTS AND RESPONSIBILITIES
WORK GROUP**

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Department of Public Health**

25 Van Ness Avenue, 3rd Floor, Room 330A

4:30-6:30 pm

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Council Members Present: Andrews, Banks, Frazier, Hicks, Manley, Margolis (Co-Chair), Molnar, Pearce (Co-Chair)

Others Present: Hilda Jones (DPH-HHS)

Support Staff Present: Bryson, Lee, Zhovreboff

Minutes

1. Introductions

The meeting was called to order at 4:42 pm by Co-Chair Pearce. Everyone introduced themselves.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus. Agenda item 7b was discussed. The idea of conflict resolution versus grievance was discussed. Co-Chair Pearce recommended that, if there are no objections, the Work Group keep item 7b on the agenda. A discussion ensued, and Council Director Zhovreboff clarified how and why 7a and 7b were broken down into two parts. A vote was taken, and it was decided that both 7a and 7b will be discussed. This passed by unanimous decision.

3. Review/Approve July 9, 2008 & July 24, 2008 Minutes

The July 9 minutes were reviewed, one thing was changed, and they were approved by consensus.

Motion: CM Hicks/CM Manley to only state who was present at the Work Group, and not state absentees on minutes. Passed by unanimous decision.

The July 24 minutes were reviewed and Hilda Jones recommended that the wording on agenda item 5 be changed. There was a motion to table the minutes until the correct wording could be elucidated from source (Joe Lynn). CM Manley noted that there is another mistake on agenda item 5, which needs to be struck from the record. This change was made and approved by unanimous decision. There was a vote.

Motion: CM Hicks/CM Margolis to table the minutes until the next meeting of the Work Group. There were only three Yes votes, so the motion did not carry.

Motion: Banks/Manley to approve minutes as amended with Hilda's recommended changes. Passed by unanimous decision.

Agenda item 5 was amended on the July 24 minutes. The changes were approved by unanimous decision.

4. Announcements

- Co-Chair Pearce announced the Work Group's appreciation for the work that George Stevens has done, and noted that he will be missed.

5. Public Comment

There was none.

6. Review of Workgroup Agreements - Vote

Co-Chair Pearce noted that on the draft, item number two should include a non-discrimination policy.

Motion: CM Hicks/CM Margolis to forward the workgroup agreements to the Membership Committee for approval.

CM Banks voiced a counterpoint, asking the Work Group to send this to the Sunshine Ordinance Task Force prior to approval.

Motion Amendment: CM Banks to send the workgroup agreements to the Sunshine Ordinance Task Force prior to approval. He rescinded his motion.

There was a vote on the original motion to approve as written and send on to the Membership Committee for approval. Passed unanimously.

A discussion ensued regarding the need for this document to be approved by the Sunshine Ordinance Task Force.

Motion: CM Banks/CM Frazier to have this document approved by the Sunshine Ordinance Task Force. Passed by unanimous decision.

7a. Discussion of Conflict Resolution Process and Recommendations - Vote Group 5:30

The Work Group discussed the 13 parts of the proposed conflict resolution process. They began by discussing the conflict resolution process between the Council Members and Committee Co-Chairs and Council Members and Council Co-Chairs. CM Hicks and Co-Chair Pearce requested that Council Support create a "parking lot" for issues that need to be discussed, but which are not within the realm of the Work Group. One issue is the right of Council and Committee Co-Chairs to request that individual Council Members "amend their behavior."

Motion: CM Molnar/CM Hicks for the Work Group to create a *new* conflict resolution policy for all issues up until the removal of a Council Member. CM Banks spoke against the motion. Hilda Jones spoke in support of the Motion.

Vote- Yes: 6, No: 2. Pass.

CM Hicks clarified that this process will include creating something only up until Chapter 7.8 of the Policy and Procedure Manual (the removal of a Council Member).

The rest of this agenda item will be covered at the next meeting.

7b. Discussion of Council Members Rights and Responsibilities-Vote

This agenda item was moved to the next meeting.

8. Moving Forward: Discussion of future Workgroup topics - Vote

This agenda item was moved to the next meeting.

9. Next Meeting Date & Agenda Items

The next Council Member's Rights and Responsibilities Work group is scheduled for Wednesday, November 19th, 2008, 25 Van Ness, Room 330B, 4:30-6:30 p.m.

10. Adjournment

The meeting was adjourned at 6:41 pm by Co-Chair Pearce.



**HIV Health Services Planning Council
COUNCIL MEMBERS RIGHTS AND RESPONSIBILITIES
WORK GROUP**

**Wednesday, November 19th, 2008
Department of Public Health**

25 Van Ness Avenue, 3rd Floor, Room 330A

4:30-6:30 pm

DOCUMENTS DEPT.

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Draft Agenda

- | | |
|--|-------------|
| 1. Introductions | Group 4:30 |
| 2. Review/Approve Agenda | Group 4:30 |
| 3. Review/Approve October 29, 2008 Minutes | Group 4:37 |
| 4. Announcements | Group 4:45 |
| 5. Public Comment | Public 4:55 |
| 6. Review of Workgroup Agreements - Vote | Group 5:00 |
| 7. Discussion of Council Members Rights and Responsibilities - Vote | Group 5:30 |
| 8. Moving Forward: Discussion of future Workgroup topics - Vote | Group 6:15 |
| 9. Next Meeting Date & Agenda Items | Group 6:20 |
| <i>The next Council Member's Rights and Responsibilities Work group is scheduled for
Wednesday, December 17th, 2008, 25 Van Ness, Room 330B, 4:30-6:30 p.m.</i> | |
| 10. Adjournment | Group 6:30 |

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To recruit, screen, train and retain Council Members.

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730 Polk Street San Francisco, CA 94109*

*San Francisco Department of Public Health, HIV Health Services
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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**HIV Health Services Planning Council
COUNCIL MEMBERS RIGHTS AND RESPONSIBILITIES
WORK GROUP**

**Wednesday, November 19th, 2008
Department of Public Health**

25 Van Ness Avenue, 3rd Floor, Room 330A

4:30-6:30 pm

Council Members Present: Andrews, Banks, Hart, Hicks, Manley, Margolis (Co-Chair), Molnar, Pearce (Co-Chair), Siron

Others Present: Hilda Jones (DPH-HHS)

Support Staff Present: Bryson, Lee, Zhovreboff

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1. Introductions

The meeting was called to order at 4:44pm by Co-Chair Margolis. Everyone introduced themselves.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve July 9, 2008 & July 24, 2008 Minutes

A discussion ensued surrounding the minutes, but nothing was changed. The July 9 minutes were reviewed and approved by consensus.

4. Announcements

- Council Director Zhovreboff announced that he would be leaving early to make an appointment. He also noted that he provided parts of the Ryan White Title I CARE Act regarding grievance procedures, but noted that these are from 1999. A discussion ensued surrounding the wording of a document that is in review by the City Attorney's Office. Another discussion took place regarding Conflict Resolution Policies and the paperwork that was laid out on the table.

5. Public Comment

There was none.

6. Review of Workgroup Agreements – Vote

The Work Group discussed creating a condensed version of the minutes-a parking lot of sorts-to show what has been done by the Work Group, what still needs to be done, and what is ongoing (and what sort of progress has been made on that issue), so that the Work Group doesn't spend too much time at the beginning of the meeting rehashing what has and has not already been completed.

7. Begin Development of Conflict Resolution Policy – Vote

CM Andrews spoke to the Work Group regarding his ideas surrounding a conflict resolution policy. He noted the need for a Code of Conduct to help the Council determine what sort of action needs to be taken-conflict resolution or disciplinary action and removal. A discussion ensued. CM Banks noted the need for Council Member's rights to be laid out prior to creating a conflict resolution

policy. CM Molnar noted that discipline and removal should be separate issues, with “corrective action” and “disciplinary removal.” The group reviewed different models all based around core values. CM Andrews presented a flow chart and a pyramid model (See Fig. 1 & 2) and CM Molnar presented a circular model (See Fig. 3). CM Andrews brought up the need for mediation in Conflict Resolutions rather than binding arbitration. CM Banks stated the need to have operational definitions of mediation vs. binding arbitration. CM Molnar noted that structure for the conflict resolution should be two-parts: 1) a meeting between the two parties and then 2) a meeting with the two parties and a mediator. Co-Chair Margolis noted the need to use the HRSA definitions of mediation and arbitration as laid out in the manuals brought by Council Director Zhovreboff.

MOTION 1: CM Molnar/CM Siron to use the definitions found in Section 6, Chapter 5, page 52 of the HRSA Ryan White Title I Manual. A discussion ensued. CM Molnar updated the motion to use the definitions as a **draft** for the conflict resolution process.

VOTE on Motion 1

Yes: 9

No: 0

Council Director Zhovreboff brought forward an action list for the Work Group to follow:

1. -Define Core Values (done-can be seen on the Drafts of Work Group Agreements handout)
-Agree on standardized definitions
2. How are these breached?
3. What happens next?

CM Hicks raised concern around “bogged down”-ness of discussion. CM Andrews asked where the Work Group stands on the proposed three-component process. CM Banks raised the issue of the need for Council Member’s Rights before moving forward, which needs to be worked into the Conflict Resolution process. CM Andrews responded that he believes that rights and responsibilities are included in all those documents specified out in the Drafts of Work Group Agreements handout. CM Manley commented that he’d like the Work Group to stick to the agenda.

Motion 2: CM Molnar/CM Manley to use the following wording as a Conflict Resolution policy. “Conflict resolution is a multi-step process. Step 1: Both parties meet to informally resolve conflict. If a resolution does not occur, then the parties will move on to Step 2: Mediation. A mediator may be one person selected by both parties, or a panel of three, with each party picking a mediator, and the mediators picking a third. The decision by the mediators is binding.” A discussion ensued. CM Banks took offense to the terminology of “binding.” The last sentence was removed. CM Hicks seconded.

Motion Amendment: CM Andrews/CM Molnar to add the following sentences to CM Molnar’s Conflict Resolution policy. “Step 3: If the conflict between the parties escalates and/or persists and leads to disruptive behavior in the course of council activities then the discipline and removal policy will apply.” CM Banks questioned what constitutes “disruptive behavior,” and CM Manley and Molnar answered that it would mean disrupting Council work. CM Andrews withdrew the amendment.

VOTE on original Motion 2:

Yes: 8

No: 1

Motion 3: CM Andrews/CM Manley to add a third step to the Conflict Resolution Policy. The wording will stay the same as the motion amendment above, with the addition of this sentence at the end: “Disruptive behavior includes anything that violates the council’s core values as defined in

the Drafts of Work Group Agreements.” This amendment was struck and the Work Group decided to include a separate document laying out core values and definitions of wording.

VOTE on Motion 3:

Yes: 9

No: 0

8. Discussion of Council Members Rights and Responsibilities-Vote

This agenda item was moved to next month’s meeting. CM Banks noted that he wants an emphasis on Council Member’s rights.

9. Moving Forward: Discussion of future Workgroup topics – Vote

This agenda item was moved to next month’s meeting.

10.Next Meeting Date & Agenda Items

The next Council Member’s Rights and Responsibilities Work group is scheduled for Wednesday, November 19th, 2008, 25 Van Ness, Room 330B, 4:30-6:30 p.m.

11. Adjournment

The meeting was adjourned at 6:32 pm by Co-Chair Margolis.



**HIV Health Services Planning Council
COUNCIL MEMBERS RIGHTS AND RESPONSIBILITIES
WORK GROUP**

**Wednesday, December 17th, 2008
Department of Public Health**

25 Van Ness Avenue, 3rd Floor, Room 330B

4:30-6:30 pm

DRAFT Agenda

- | | |
|---|-------------|
| 1. Introductions | Group 4:30 |
| 2. Review/Approve Agenda - VOTE | Group 4:30 |
| 3. Review/Approve November 19, 2008 Minutes | Group 4:37 |
| 4. Announcements | Group 4:45 |
| 5. Public Comment | Public 4:55 |
| 6. Review of Workgroup Agreements | Group 5:00 |
| 7. Development of Conflict Resolution Policy – Vote | Group 5:05 |
| 8. Discussion of Council Members Rights and Responsibilities - Vote | Group 5:45 |
| 9. Moving Forward: Discussion of future Workgroup topics - Vote | Group 6:15 |
| 10. Next Meeting Date & Agenda Items | Group 6:20 |
| <i>The next Council Member's Rights and Responsibilities Work group is scheduled for
Wednesday, January 21st, 2008, 25 Van Ness, Room 330B, 4:30-6:30 p.m.</i> | |
| 10. Adjournment | Group 6:30 |

11:30 a.m. next
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**HIV Health Services Planning Council
COUNCIL MEMBERS RIGHTS AND RESPONSIBILITIES
WORK GROUP**

**Wednesday, January 21, 2009
Department of Public Health**

25 Van Ness Avenue, 3rd Floor, Room 330B

4:30-6:30 pm

DRAFT Agenda

- | | |
|--|-------------|
| 1. Introductions | Group 4:30 |
| 2. Review/Approve Agenda - VOTE | Group 4:30 |
| 3. Review/Approve November 19, 2008 Minutes | Group 4:37 |
| 4. Announcements | Group 4:45 |
| 5. Public Comment | Public 4:55 |
| 6. Review of Workgroup Agreements | Group 5:00 |
| 7. Development of Conflict Resolution Policy – Vote | Group 5:05 |
| 8. Discussion of Council Members Rights and Responsibilities - Vote | Group 5:45 |
| 9. Moving Forward: Discussion of future Workgroup topics - Vote | Group 6:15 |
| 10. Next Meeting Date & Agenda Items | Group 6:20 |
- The next Council Member's Rights and Responsibilities Work group is scheduled for
Wednesday, February 21st, 2008, 25 Van Ness, Room 330B, 4:30-6:30 p.m.*
- | | |
|------------------------|------------|
| 10. Adjournment | Group 6:30 |
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**HIV Health Services Planning Council
COUNCIL MEMBERS RIGHTS AND RESPONSIBILITIES
WORK GROUP**

**Wednesday, January 21st, 2009
Department of Public Health**

**25 Van Ness Avenue, 3rd Floor, Room 330A
4:30-6:30 pm**

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Council Members Present: Andrews, Banks, Molnar, Newell, Siron

Others Present: Michelle Long (DPH-HHS), Hilda Jones (DPH-HHS)

Support Staff Present: Bryson, Lee, Zhovreboff

Draft Minutes

1. Introductions

The meeting was called to order at 5:00pm by Co-Chair Margolis. Everyone introduced themselves.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve November 19th, 2008 Minutes

The November 19th minutes were reviewed and approved by consensus.

4. Announcements

Michelle Long brought forth opinions from the City Attorney's office based around questions brought up by this Committee.

5. Public Comment

There was none.

6. Review of Workgroup Agreements – Vote

CM Andrews summarized where the work group is in their processes. The work group noted that they are past their six month allotment in this process and that it needs to be brought back to the Membership Committee to refocus.

7. Development of Conflict Resolution Policy – Vote

MOTION: CM Molnar/CM Newell to update the conflict resolution policy created at the November 19th meeting. The new policy would include a final sentence "The decision by the mediators is binding." The final resolution would read "Conflict resolution is a multi-step process. Step 1: Both parties meet to informally resolve conflict. If a resolution does not occur, then the parties will move on to Step 2, selecting a mediator. A mediator may be one person selected by both parties, or a panel of three, with each party picking a mediator, and the mediators picking a third. The decision by the mediators is binding." A discussion ensued. CM Banks held a strong dissenting opinion and would like to be invited to discuss his opinion at the Membership Committee level. He feels that he was unable to present information against the motion.

MOTION: CM Molnar/CM Andrews to call the question and go to a vote.

VOTE-Ayes: 5

Nayes: 1

VOTE ON ORIGINAL MOTION-Ayes: 5

Nayes: 1

MOTION: CM Molnar/CM Newell to use the HRSA definitions in creating their conflict resolution policy. CM Andrews noted that the HRSA definition for “mediation” says that the “results can become binding if agreed on by both parties” thus creating a loophole in the Conflict Resolution Policy set down in agenda item 7.

VOTE-Ayes: 5

Nayes: 1

8. Discussion of Council Members Rights and Responsibilities-Vote

The work group discussed creating a document on member rights and responsibilities. Since no documents were available, the group suggested tabling this issue until the next meeting. CM Andrews suggested that when the work group reports back to the Membership Committee this issue be brought up to discuss whether the work group should continue on to finish creating the R&R.

9. Moving Forward: Discussion of future Workgroup topics – Vote

10. Next Meeting Date & Agenda Items

The next Council Member's Rights and Responsibilities Work group is tentatively scheduled for February 4th and/or the 18th, 2009, 25 Van Ness, Room 330B, 4:30-6:30 p.m.

The meeting on the 4th will discuss only Council Members Rights.

11. Adjournment

The meeting was adjourned at 5:56 pm by Co-Chair Margolis.



**HIV Health Services Planning Council
COUNCIL MEMBERS RIGHTS AND RESPONSIBILITIES
WORK GROUP**

**Wednesday, February 4, 2009
Department of Public Health**

25 Van Ness Avenue, 3rd Floor, Room 330B

4:30-6:30 pm

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DRAFT Agenda

- | | |
|--|-------------|
| 1. Introductions | Group 4:30 |
| 2. Review/Approve Agenda - VOTE | Group 4:33 |
| 3. Review/Approve January 21, 2009 Minutes | Group 4:35 |
| 4. Announcements | Group 4:40 |
| 5. Public Comment | Public 4:50 |
| 6. Review of Workgroup Agreements | Group 4:55 |
| 7. Review and Development of Status Report | Group 5:00 |
| 8. Drafting of Council Members Rights - Vote | Group 5:30 |
| <i>The Work Group will work to develop a draft of Council Members rights.</i> | |
| 9. Moving Forward: Discussion of future Workgroup topics - Vote | Group 6:20 |
| 10. Next Meeting Date & Agenda Items | Group 6:25 |
| <i>The next Council Member's Rights and Responsibilities Work group is scheduled for
TBD, 25 Van Ness, Room 330B, 4:30-6:30 p.m.</i> | |
| 10. Adjournment | Group 6:30 |

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**HIV Health Services Planning Council
COUNCIL MEMBERS RIGHTS AND RESPONSIBILITIES
WORK GROUP**

**Wednesday, February 4, 2009
Department of Public Health**

**25 Van Ness Avenue, 3rd Floor, Room 330B
4:30-6:30 pm**

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Council Members Present: Co-Chair Margolis, CM Newell, CM Siron, CM Hicks, CM Andrews, CM Flores, CM Banks

Others Present: Hilda Jones (DPH-HHS)

Support Staff Present: Bryson, Lee, Zhovreboff

DRAFT Minutes

1. Introductions

The meeting was called to order at 4:38 pm by Co-Chair Margolis. Everyone introduced themselves and quorum was established.

2. Review/Approve Agenda - VOTE

The agenda was reviewed and approved by consensus.

3. Review/Approve January 21, 2009 Minutes

The January 21st, 2009 minutes were reviewed, Hilda Jones suggested adding "See attached" to agenda item #4, and they were then approved by consensus.

4. Announcements

- Council Support Lee announced that the Steering Retreat will take place on February 20th, 2009 at the Zen Center. He asks that everyone who is planning on coming to arrive by 9:30am.

5. Public Comment

There was none.

6. Review of Workgroup Agreements

The Committee reviewed the Work Group agreements which were developed at the inception of the Work Group.

7. Review and Development of Status Report

A draft status report was reviewed and revised by the Work Group. This Report will be brought to the Membership Committee. Co-Chair Margolis, CM Pearce and CM Andrews helped to develop this report. Please see attached document.

8. Drafting of Council Members' Rights and Responsibilities - VOTE

The Work Group began to develop a draft of Council Members' Rights. The Committee discussed using the five documents as framework for Members rights (Council By-Laws, Policies and Procedures, Rules of Respectful Engagement, EMA Job Description, Robert's Rules of Order).

They suggested using the following as an introduction to their written rights. The following definition of rights has been designed to protect Council Members and is to be used in addition to our Council group agreements.

MOTION: CM Hicks/CM Flores to not discuss “fair hearings” as presented in the correspondence from Raymond Banks dated January 29th, 2009 in this Work Group.

VOTE-Ayes: 5

Nayes: 0

Abstentions: 1

MOTION: CM Andrews/CM Hicks to not create a new document laying out Council Member’s Rights.

A discussion ensued. Co-Chair Margolis stated that he believes that the expectation of this Work Group was specifically to create a document laying out Council Member’s Rights. CM Andrews and CM Hicks believe that the five core documents laid out by the Work Group adequately protect the rights of Council Members. CM Banks referenced a Policy and Evaluation Meeting in which the charge to develop Council Member rights was made. See below:

Action: To develop a Council members’ bill of rights and responsibilities that would include the application, job description, rules of respectful engagement and the policies and procedures manual. (Banks, Molnar)

Vote: A hand vote was taken.

Ayes: 11

Nays: 0

Action: That the policy around grievances be revisited and revised with special attention to consumer concerns (Allgaier, Banks)

Vote: A hand vote was taken.

Ayes: 11

Nays: 0

Motion passes unanimously.

Action: To review and revise a comprehensive appeals process with special attention to consumer concerns. (Allgaier, Molnar).

Vote: A hand vote was taken.

Ayes: 11

Nays: 0

Motion passes unanimously.

MOTION: CM Banks/CM Newell to call the question.

VOTE-Ayes: 5

Nayes: 0

Abstentions: 1

VOTE ON ORIGINAL MOTION-Ayes: 4

Nayes: 2

The Committee discussed making sure that verbiage used in writing Council Documents is easily understood by all, consumers and providers alike.

The Committee believes that a “summary document” of the key rights and responsibilities of Council Members, as laid out by the five core documents, should be put together by the Membership Committee, to be used as an easy reference.

CM Banks stated that he feels betrayed by what the Work Group has done, and CM Andrews acknowledged that feeling and apologized.

9. Moving Forward: Discussion of future Workgroup topics - VOTE

The group discussed what other items need to be reviewed by the Work Group and how to move forward from there. Council Support decided to update the Status Report and send it out to the Work Group attendees for review by Friday.

10. Next Meeting Date & Agenda Items

The next Council Member's Rights and Responsibilities Work group is scheduled for TBD, pending the Membership Committee's decision.

10. Adjournment

The meeting was adjourned at 6:00 pm by Co-Chair Margolis.

